

## **Chase County 4-H Record Book Order of Assembly**

Your record book should be assembled as follows:

### **Tab 1. Check Sheet & Pin Application**

Year end check sheet

Achievement Pin Application for current year (*\*only if applying*)

### **Tab 2. Personal Page and Permanent Record**

Personal Page

Permanent Record – place only one updated copy in your record book. Update yearly.

### **Tab 3. Current Year's Project Records**

Must complete project records for at least half of the projects that you are enrolled in (if half is not a whole number, round up)

If you are enrolled in the Leadership Project, this must be one of the projects that you complete records for to complete this project for the year.

Follow the directions on the form for filling out information for each specific project.

The reflection space is to be used as a story of the year. Use the suggested questions to help guide your writing.

Photographs – the project record gives specifics on the type of photographs and numbers to include.

### **Tab 4. Membership and Awards** – these can be placed in page protectors

Certificate of Membership Page (add a green seal for each completed year – indicate 4-H year)

Record of Awards Page: Seals awarded for year end project work. Place the Gold, Silver, or Blue award seals on the page, label with project area and the 4-H year awarded on each. Add pages as needed.

### **Tab 5. Past years project records**

Tab each year. Example: 2020-2021 (remove project tabs in past year's records).

Place past year's records in descending order. (Beginning 4-H member year is placed last under the beginning year tab.

### **Tab 6. Reference Pages**

Chase County 4-H Achievement Plan – the order Achievement Pins are applied for. (This is a yellow page).

Chase County 4-H Record Book Order of Assembly (this is a white page).

Optional: 4-H Pledge and Motto Page (this is a green page).